



**PPCINST M1418.1D**

7 Oct 2009

**PAY & PERSONNEL CENTER INSTRUCTION M1418.1D**

<b>Subject</b>	<b>SERVICEWIDE EXAMINATION (SWE) GUIDE</b>
<b>Reference</b>	(a) Personnel Manual, COMDTINST M1000.6 (series), Ch. 5.C, 5.D and 10.B (b) Reserve Policy Manual, COMDTINST M1001.28 (series), Ch. 7.C
<b>Purpose</b>	To provide amplifying information to members, units, Servicing Personnel Officers (SPOs) and PERSRUs concerning the SWE Process, SWE Sequence of Events, Responsibilities, PDE/Profile Letters, Waivers, CO Recommendations and Substitute SWEs.
<b>Directives Affected</b>	PSCINST M1418.1C is hereby canceled.
<b>Introduction</b>	Successful completion of the Servicewide Exam (SWE) process is the result of members and commands understanding how the process works and fulfilling their responsibilities within the process. This manual amplifies information in concert with the policies set forth in references (a) and (b). In the event of conflicting information, Commandant policy will be followed.
<b>Action</b>	Upon receipt of this manual unit SWE board members, ESOs and enlisted members should become familiar with its content.
<b>Environmental Aspect &amp; Impact Considerations</b>	Environmental considerations were examined in the development of this Instruction and have been determined to be not applicable

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**Forms**

Not applicable.

/s/

J. D. PHILLIPS

DISTRIBUTION – SDL No. 138

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## The SWE Process

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**Servicewide Exam Booklets** Each rating in the Coast Guard has Subject Matter Experts (SMEs) and Specialists (SMSs) located at the three Coast Guard Training Centers in Petaluma, CA; Yorktown, VA; and Elizabeth City, NC. They're located at the TRACEN which hosts the Class "A" school for their rating. SMEs/SMSs are considered experts in their rating, and create all Institute Rating Courses and Servicewide Exams (SWEs) for their rating. Once the servicewide exam is written, the TRACENs forward the master copy of each exam to PPC (ADV). PPC (ADV) enters the answer keys for each exam into a database for future scoring, then ships exam booklets to units for administration.

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**Eligibility Requirements** SWEs will be administered to members who meet all of the eligibility requirements for advancement as outlined in references (a) and (b) by the published eligibility deadline dates. Eligibility requirements for advancement and participation in the SWE are outlined in Ch. 5 of reference (a) and Ch. 7 of reference (b).

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**SWE Announcement Message** Approximately three months prior to each exam, PSC (epm) and (rpm) will release an ALCGENL or ALCGRSV message announcing the upcoming exam cycle. This "SWE Announcement Message" will provide:

- Test dates and times
- Waived SWEs
- Waived EOCTs
- Timeline of SWE cycle events and deadline dates
- Other valuable advancement information

Every member/unit involved in the SWE process should closely review the SWE Announcement Message, references (a) and (b), and all official message traffic which discusses enlisted advancement requirements.

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**SWE Administration** The SWE Announcement Message gives the exact date in the month for the exam. SWEs are scheduled for administration in:

- May - Active Duty Regular E5 thru E9
  - November - Active Duty Regular E5 thru E6
  - October - All Reserve E5 thru E9
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## The SWE Process, continued

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### Scoring Exams

Exam answer sheets are scored by a computer scanner at PPC (ADV) and uploaded into the Direct Access (DA) database for members to view in DA Self Service. Raw scores are later converted to a standard score using an automated mathematical formula based on all scores of the entire population of candidates within the same rating and grade. The formula takes into account the population, mean, standard deviation, skew and kurtosis in computing the standard score.

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### Final Multiple Score

The score received from the SWE will become part of the member's Final Multiple Score which consists of points for:

- SWE Exam Standard Score
- Performance Factor
- Time In Service (TIS)
- Time In Grade in Present Rating (TIR)
- Medals & Awards
- Sea Duty
- Surf Duty

The amount of total possible points for each factor is discussed in Ch. 5.C of reference (a) and Ch. 7.C of reference (b) and in the "Profile Letter" section of this manual. The Final Multiple Score will determine an enlisted member's standing on published advancement eligibility lists.

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### Eligibility Lists

PPC (ADV) rank orders each member by rating and grade into advancement eligibility lists based on final multiple score. The list is forwarded to PSC (epm-1) or (rpm-1) with cover memo for approval. Once approved, PPC (ADV) publishes the cover memo and list on their web page and provides a copy to the Master Chief Gold Badge Network for local distribution.

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### The Cutoff

An advancement cutoff point for active duty members is established on published eligibility lists for each rating and pay grade based upon vacancies anticipated at either the time the eligibility list is made or by ALCOAST message at a later date. Personnel below the cutoff should plan to participate in subsequent SWEs. Reserve eligibility lists no longer have cuts. Reserve members are advanced as the needs of the service dictate.

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## The SWE Process, continued

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**Advancements** Each month PSC (epm-1) and (rpm-1) will release an Enlisted Personnel Advancement Announcement (EPAA) message or Enlisted Reserve Advancement Announcement (ERAA) message. The message will list the names of members authorized for advancement on the upcoming first of the month.

PPC (ADV) completes the advancement in DA effective the first day of the upcoming month. PPC (ADV) also creates and forwards CPO certificates to units for formal presentation. Petty Officer certificates are completed by the members' SPO, PERSRU or designated admin unit.

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## Responsibilities

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**Background** The SWE cycle is a multi-level process requiring all responsible parties to do their part to ensure success. Failure by a supervisor or supporting command to fulfill their responsibilities is not justification for a waiver, and may result in the member not qualifying to test. Special attention should be given to the deadline dates in the SWE Announcement message published for each cycle.

The chart below summarizes the responsibilities described in references (a) and (b). However, the references and all message traffic should be closely monitored for additional information or possible changes.

Responsible Party	Responsibility
Member	<p>Meet the qualifications set forth in Ch. 5-C of reference (a) for their specific grade and rating, including:</p> <ul style="list-style-type: none"> <li>• Enlisted Performance Qualifications (EPQs)</li> <li>• Rating EOCTs and E-PME AQE</li> <li>• Rating specific competency codes</li> <li>• Required sea duty</li> <li>• Required Time In Service (TIS)</li> <li>• Required Time In Rating (TIR)</li> <li>• Ensure Enlisted Employee Review (EER) in current rate/rank and marking period are complete with CO's advancement recommendation.</li> <li>• Verify the Personal Data Extract (PDE).</li> <li>• Report errors on the PDE to the unit support staff.</li> <li>• Follow-up to ensure action was completed in DA to correct any PDE errors prior to the published deadline.</li> </ul>

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**Responsibilities, continued**

<b>Responsible Party</b>	<b>Responsibility</b>
Unit	<ul style="list-style-type: none"> <li>• Ensure all EERs are submitted prior to deadlines listed in Ch. 10-B-5 of reference (a).</li> <li>• Chain of command shall verify members have completed all requirements by the deadline dates listed in Ch. 5.C.4. of reference (a).</li> <li>• If any member has failed to complete their EPQs, but their PDE shows “eligible,” notify PPC (ADV) via email to PPC-DG-ADV, or MSG to prevent an exam from being shipped. (For PPC: Notify the SPO who will inform ADV.)</li> <li>• Provide administrative assistance to member in correcting errors on PDE prior to deadline.</li> <li>• Notify PPC (ADV) of eligibility changes or corrections prior to deadline given in the SWE announcement message.</li> </ul>
PERSRU or SPO	<ul style="list-style-type: none"> <li>• Assist units as needed in correcting DA errors as reflected on the member’s PDE.</li> </ul>
Command Designated ESO or SWE Officer	<p>Follow the SWE policies and procedures outlined in Ch. 5.D of reference (a) including:</p> <ul style="list-style-type: none"> <li>• Receipt, handling, and accountability of exams</li> <li>• Notifying crew of exams received</li> <li>• Scheduling exams</li> <li>• Establishing exam boards</li> <li>• Administration of exams</li> <li>• Administering substitute exams</li> <li>• Returning annotated shipping list with examination, answer sheets, and challenge questions to PPC (ADV)</li> </ul>

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## Responsibilities, continued

Responsible Party	Responsibility
PPC (ADV)	<ul style="list-style-type: none"> <li>• Create a draft SWE Announcement Message outlining critical dates, waivers, and SWE cycle procedures and provide to PSC (epm) or (rpm) for review/approval.</li> <li>• Create PDEs in DA and also print and mail PDEs to members' units.</li> <li>• Review and make determinations on all waiver requests.</li> <li>• Mail SWE test booklets, answer sheets, shipping lists, and instructions to ESO or SWE Officer of exam board unit.</li> <li>• Receive and score SWE answer sheets.</li> <li>• Produce Profile Letter in DA and make available to members' Self Service section of DA.</li> <li>• Publish and maintain the Advancement Eligibility List.</li> <li>• Distribute Advancement Eligibility List to CMCs.</li> <li>• Produce Enlisted Personnel Advancement Announcements (EPAAAs) and Enlisted Reserve Advancements Announcements (ERAAAs) for approval/release by PSC (epm) and (rpm).</li> <li>• Complete monthly advancement transactions in DA to promote members.</li> <li>• Complete and forward CPO certificates to units.</li> </ul>
Subject Matter Specialists (SMSs)	<ul style="list-style-type: none"> <li>• Provide PPC (ADV) with camera-ready copies of tests for each rate/rank.</li> <li>• Review challenged questions and make determination.</li> <li>• Provide PPC (ADV) with challenged questions to be credited or answer changed following exam.</li> </ul>
PSC (epm-1) and/or (rpm-1)	<ul style="list-style-type: none"> <li>• Approve SWE announcement messages outlining critical dates, waivers, and SWE cycle procedures.</li> <li>• Provide PPC (ADV) with signed Eligibility List cover letter, cutoff numbers, and carry-overs.</li> <li>• Provide PPC (ADV) with number of advancements for monthly EPAAAs and ERAAAs.</li> <li>• Release authority of EPAA and ERAA messages.</li> </ul>

## Sequence of SWE Cycle Events

### Background

Many procedures must be followed by the unit and member to make a SWE cycle successful. Below is an overview of the sequence of events that must occur. For details and specific dates of these events, refer to references (a) and (b), and ALCGENL or ALCGRSV messages announcing the particular SWE cycle.

Step	Action
1	Member meets advancement eligibility requirements by the eligibility date as outlined in Ch. 5.C of reference (a).
2	Commanding Officer recommends member for advancement on latest Employee Review as per Ch. 10.B of reference (a).
3	Unit receives ALCGENL or ALCGRSV message announcing the upcoming SWE. Unit passes message to all enlisted members.
4	Member receives paper PDE and is given access to online PDE. Member verifies for correctness and notifies admin support staff of missing data or errors needing correction.
5	Member follows up to ensure that PDE corrections are reflected on the online PDE in DA prior to published PDE Correction Deadline Date.
6	Unit notifies PPC (ADV) via message of any waiver requests, changes to Exam Board OPFAC, and changes of eligibility status of members prior to the PDE Correction Deadline Date.
7	Unit ESO or SWE Officer receives shipment of SWEs, answer sheets and booklet: "Instructions For the Administration of CG SWEs," via FEDEX.
8	Unit ESO or SWE Officer follows handling procedures in Ch. 5.D.4 of reference (a), and notifies PPC (ADV) of any missing or incorrect exams.
9	Unit ESO or SWE Officer administers SWE following pre-test and post-test handling procedures provided in the "Instructions For the Administration of CG SWEs," and in Ch. 5.D of reference (a) and returns SWE answer sheets to PPC (ADV).
10	PPC (ADV) receives and scans test answer sheets and uploads scores into DA for inclusion in members' final multiple score.
11	PPC (ADV) ensures Profile Letters containing exam score and final multiple score are posted in members Self Service section of DA.

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## Sequence of SWE Cycle Events, continued

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Step	Action
12	PSC (epm) and (rpm) releases the Advancement Eligibility List.
13	PSC (epm) and (rpm) release monthly Advancement Announcement messages with the names of members authorized advancement on the first day of the upcoming month.
14	PPC (ADV) completes advancements in DA and completes and forwards CPO certificates to E7s and above.

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## PDE Description

### Background

The Personal Data Extract (PDE) is a form created by PPC (ADV) for every regular active duty and drilling reserve member. It contains information retrieved from DA used to determine the member's eligibility for competing in the SWE. PDEs must be verified and/or corrected prior to the deadline date published in the ALCGENL or ALCGRSV message announcing the upcoming SWE.

The PDE is currently printed and mailed to the member's unit by PPC (ADV), approximately two months before the SWE. An online version is also available to the member in DA, Self Service. Below is a sample of the printed and online PDE.

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## PDE Description, continued

Printed/mailed PDE

<b>USCG PERSONAL DATA EXTRACT</b> <b>FOR THE BMC MAY 2009 SWE</b>		<div style="border: 1px solid black; padding: 2px;"> <b>PERSRU ACTION (IF NECESSARY)</b>          DATE RCVD: _____ PERSRU YN: _____          DATE CORRECTIVE ACTION TAKEN: _____          DATE RETURNED TO MEMBER: _____       </div>																																																																																				
Rate, Name: BM Boatdriver, Bob D. Perm Unit: 000321 CG STA ONTHE RIVER Exam Board: 001234 GP NEARTHE RIVER PERSRU		EmplID: 123456 OPFAC: 13 76543 OPFAC: 13 12121																																																																																				
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<table style="width: 100%; border: none;"> <tr> <td style="width: 50%;">           AWARD POINTS: 9            SEA DUTY QUALIFIED: Y            SEA TIME FOR POINTS YR: 0 MO: 3            AD BASE DATE: 02/24/1992            TIS: 171008 TIR: 060400 TED: 01/01/2010            SURF DUTY TIME FOR POINTS YR: 8 MO: 9         </td> <td style="width: 50%;">           RECOMMENDED FOR ADVANCEMENT BY CO: Y            MARKS FINAL MULTIPLE: 44.91            END OF COURSE TEST(S) COMPLETE: Y            DOR IN CURRENT RATE: 09/01/2003         </td> </tr> </table>			AWARD POINTS: 9 SEA DUTY QUALIFIED: Y SEA TIME FOR POINTS YR: 0 MO: 3 AD BASE DATE: 02/24/1992 TIS: 171008 TIR: 060400 TED: 01/01/2010 SURF DUTY TIME FOR POINTS YR: 8 MO: 9	RECOMMENDED FOR ADVANCEMENT BY CO: Y MARKS FINAL MULTIPLE: 44.91 END OF COURSE TEST(S) COMPLETE: Y DOR IN CURRENT RATE: 09/01/2003																																																																																		
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<b>Evaluations:</b> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Effective Date</th> <th style="text-align: left;">Competency Type</th> <th style="text-align: left;">Total Points</th> <th style="text-align: left;">Rating</th> </tr> </thead> <tbody> <tr><td>11/30/2008</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>11/30/2008</td><td>MIL</td><td>12</td><td></td></tr> <tr><td>11/30/2008</td><td>LEAD</td><td>42</td><td></td></tr> <tr><td>11/30/2008</td><td>PROF</td><td>47</td><td></td></tr> <tr><td>11/30/2008</td><td>PERF</td><td>50</td><td></td></tr> <tr><td>05/31/2008</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>05/31/2008</td><td>MIL</td><td>12</td><td></td></tr> <tr><td>05/31/2008</td><td>PERF</td><td>49</td><td></td></tr> <tr><td>05/31/2008</td><td>LEAD</td><td>39</td><td></td></tr> <tr><td>05/31/2008</td><td>PROF</td><td>49</td><td></td></tr> <tr><td>11/30/2007</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>11/30/2007</td><td>MIL</td><td>12</td><td></td></tr> <tr><td>11/30/2007</td><td>LEAD</td><td>41</td><td></td></tr> <tr><td>11/30/2007</td><td>PROF</td><td>48</td><td></td></tr> <tr><td>11/30/2007</td><td>PERF</td><td>49</td><td></td></tr> <tr><td>05/31/2007</td><td>CON</td><td>0</td><td>S</td></tr> <tr><td>05/31/2007</td><td>MIL</td><td>12</td><td></td></tr> <tr><td>05/31/2007</td><td>LEAD</td><td>40</td><td></td></tr> <tr><td>05/31/2007</td><td>PERF</td><td>52</td><td></td></tr> <tr><td>05/31/2007</td><td>PROF</td><td>49</td><td></td></tr> </tbody> </table>			Effective Date	Competency Type	Total Points	Rating	11/30/2008	CON	0	S	11/30/2008	MIL	12		11/30/2008	LEAD	42		11/30/2008	PROF	47		11/30/2008	PERF	50		05/31/2008	CON	0	S	05/31/2008	MIL	12		05/31/2008	PERF	49		05/31/2008	LEAD	39		05/31/2008	PROF	49		11/30/2007	CON	0	S	11/30/2007	MIL	12		11/30/2007	LEAD	41		11/30/2007	PROF	48		11/30/2007	PERF	49		05/31/2007	CON	0	S	05/31/2007	MIL	12		05/31/2007	LEAD	40		05/31/2007	PERF	52		05/31/2007	PROF	49	
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<b>Creditable Awards:</b> <table style="width: 100%; border: none;"> <thead> <tr> <th style="text-align: left;">Award</th> <th style="text-align: left;">Award Points</th> <th style="text-align: left;">Issue Date</th> </tr> </thead> <tbody> <tr><td>Coast Guard Commendation Medal</td><td>3</td><td>09/17/2008</td></tr> <tr><td>CG Good Conduct Medal</td><td>1</td><td>02/23/2007</td></tr> <tr><td>CG Good Conduct Medal</td><td>1</td><td>02/23/2004</td></tr> <tr><td>CG Good Conduct Medal</td><td>1</td><td>02/23/2001</td></tr> <tr><td>COMDT's Letter Of Commendation</td><td>1</td><td>04/19/2000</td></tr> <tr><td>CG Good Conduct Medal</td><td>1</td><td>02/23/1998</td></tr> <tr><td>CG Good Conduct Medal</td><td>1</td><td>02/23/1995</td></tr> </tbody> </table>			Award	Award Points	Issue Date	Coast Guard Commendation Medal	3	09/17/2008	CG Good Conduct Medal	1	02/23/2007	CG Good Conduct Medal	1	02/23/2004	CG Good Conduct Medal	1	02/23/2001	COMDT's Letter Of Commendation	1	04/19/2000	CG Good Conduct Medal	1	02/23/1998	CG Good Conduct Medal	1	02/23/1995																																																												
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IF YOU HAVE ANY QUESTIONS OR CORRECTIONS, SEE YOUR UNIT ADMIN PERSONNEL																																																																																						
I HAVE REVIEWED MY PDE FOR ACCURACY. IF ANY DATA IS MISSING OR INCORRECT, I HAVE SO NOTED IT ON THIS FORM AND WILL ENSURE CORRECTION IS MADE PRIOR TO THE PDE CORRECTION DEADLINE DATE.  SIGNATURE: _____ DATE: _____  AFTER SIGNING YOUR PDE, GIVE TO YOUR UNIT ADMIN PERSONNEL <div style="text-align: right;">Date Printed: 02/04/2009</div>																																																																																						

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## PDE Description, continued

### Online PDE

#### PERSONAL DATA EXTRACT FOR BMC MAY 2009

Rate, Name: BM1 Boatdriver, Bob.D. EmpID: 123456  
 Perm Unit: 000321 CG STA ON THE RIVER OPFAC: 13 76543  
 Exam Board: 001234 GP NEAR THE RIVER PERSRU OPFAC: 13 12121  
 Cand Status: Eligible

Award Points: 9 Recommended for Advancement by CO: Y  
 Sea Duty Qualified: Y Marks Final Multiple: 44.9100  
 Sea Time For Points Yr: 0 Mo: 3 End of Course Test(s) Complete: Y  
 Ad Base Dt: 02/24/1992 DOR in Current Rate: 09/01/2003  
 TIS: 171008 TIR: 060400 TED: 01/01/2010 Surf Duty Time for Points Yr: 8 Mo: 9

Evaluations			
Effective Date	Competency Type	Total Points	Rating
11/30/2008	CON		S
11/30/2008	MIL	12	
11/30/2008	LEAD	42	
11/30/2008	PROF	47	
11/30/2008	PERF	50	
05/31/2008	CON		S
05/31/2008	MIL	12	
05/31/2008	PERF	49	
05/31/2008	LEAD	39	
05/31/2008	PROF	49	
11/30/2007	CON		S
11/30/2007	MIL	12	
11/30/2007	LEAD	41	
11/30/2007	PROF	48	
11/30/2007	PERF	49	
05/31/2007	CON		S
05/31/2007	MIL	12	
05/31/2007	LEAD	40	
05/31/2007	PERF	52	
05/31/2007	PROF	49	

Creditable Awards		
Award	Points	Issue Date
Coast Guard Commendation Medal	3	09/17/2008
CG Good Conduct Medal	1	02/23/2007
CG Good Conduct Medal	1	02/23/2004
CG Good Conduct Medal	1	02/23/2001
COMDT's Letter Of Commendation	1	04/19/2000
CG Good Conduct Medal	1	02/23/1998
CG Good Conduct Medal	1	02/23/1995

YOUR BMC SERVICE WIDE EXAM WILL BE MAILED TO THE EXAM BOARD DEPTID: 001234 - GP NEAR THE RIVER PERSRU LOCATED AT: 50 FOOT WAVE ST , NORTH COAST, OR

#### PDE Verification

The member must verify all data on this PDE. If errors are found, note them on a printed copy of this form and inform your admin personnel. It is the member's responsibility to ensure that incorrect or missing data is updated in Direct Access prior to the PDE verification deadline date for each SWVE.

Certification: I have reviewed my PDE for accuracy. If any data is missing or incorrect, I have so noted it on this form and will ensure correction is made prior to the PDE correction deadline date.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
 After signing, give this form to your unit admin personnel. 07/17/2009

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## PDE Description, continued

### Fields and Descriptions

Below is a list of fields from the online PDE and descriptions of each. The printed PDE has the same information in a slightly different order. Where computations use the “Eligibility Date” (date member must meet all eligibility requirements), points are computed to:

- 1 February preceding the May SWE
- 1 August preceding the November SWE
- 1 July preceding the October Reserve SWE

Where computations use the “Terminal Eligibility Date” (TED) (date the eligibility list becomes effective), points are computed to:

- 1 January following the May SWE
- 1 July following the November SWE
- 1 January following the October Reserve SWE

Field Name	Description
Rate, Name	Member’s Rate/Rank, Last Name, First Name, MI
EmplID	Member’s Employee I.D. Number
Perm Unit and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
PERSRU and OPFAC	Unit ID#, Unit Name, Unit OPFAC Number
Award Points	Current number of points for creditable awards
Recommendation for Advancement by CO	Shows “Y” or “N” for CO’s recommendation on latest final/approved EER submitted into DA.
Sea Duty Qualified	Shows “Y” or “N” and applies to rates requiring sea time.
Marks Factor	Shows average of marks used per the SWE Announcement Message.
Cred Sea Time    Yr: Mo:	Credit for each full month of <b>Coast Guard</b> sea duty earned after 01FEB94, not to exceed two (2) points per year, or 0.1667 points per full month with a maximum of 30 points in a career. See Ch. 5.C.15 and 16 of reference (a). For members currently serving on sea pay eligible units, points are computed up to the Eligibility Date.
Cred Surf Time    Yr: Mo:	Credit for each full month of Coast Guard surf duty earned after 01JAN00, not to exceed one (1) point per year, or 0.083 points per full month with a max of 15 points in a career. See ALCOAST 153/04. Combined points for sea duty and surf duty may not exceed 30 points in a career.

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## PDE Description, continued

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### Fields and Descriptions, *continued*

Field Name	Description
AD Base Date	Shows date or adjusted date of creditable active duty service.
DT of Rank	Shows date of advancement to current rank.
TIS	Shows Time In Service computed up to the TED.
TIR	Shows Time In Rank computed up to the TED.
TED DT	Date used as end date to calculate TIS and TIR.
Evaluations	Shows scores from the EERs, which will be used to compute the Marks Factor for this cycle.
Creditable Awards	Lists only those awards with point values that were awarded and entered into DA prior to the Eligibility Date. See Ch. 5.C.3 of reference (a).
Disqualifying Information	Provides details of why a member is not qualified.

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## PDE Verification

### Background

Approximately three months prior to the SWE, PSC (epm) and (rpm) will release an ALCGENL or ALCGRSV message announcing the upcoming SWE cycle. It will give deadline dates for PDE corrections. Corrections to PDEs after the published deadline date will not be accepted for the cycle except for extreme cases as described in the “waivers” section of this instruction.

Responsible Party	Action
PPC (ADV)	<ul style="list-style-type: none"> <li>Creates and mails the PDEs to the members’ unit; also mails a copy to home address if reservist.</li> </ul>
Member	<ul style="list-style-type: none"> <li>Reviews PDE for accuracy.</li> <li>Annotates and informs unit/PERSRU/SPO of PDE discrepancies.</li> <li>Provides documentation to the PERSRU or SPO for the following PDE corrections:               <ul style="list-style-type: none"> <li>Sea time</li> <li>Surf time</li> <li>Award points</li> <li>TIG/TIS</li> <li>Competency codes</li> <li>CPO Academy completion entries</li> <li>Any corrections requiring PERSRU or SPO action</li> </ul> </li> <li>Verifies corrections of SWE data in Direct Access prior to deadline date.</li> <li>Contacts PPC (ADV) directly via email at PPC-DG-ADV, or by phone at 785-339-3400, for any SWE-related customer assistance.</li> </ul>

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**PDE Verification, continued**

<b>Responsible Party</b>	<b>Action</b>
Unit	<ul style="list-style-type: none"> <li>• Ensures that each member of the unit receives their PDE.</li> <li>• Takes corrective actions for the following PDE errors: <ul style="list-style-type: none"> <li>• Missing awards</li> <li>• Missing EERs</li> <li>• Change of CO's recommendation</li> </ul> </li> <li>• Sends email to PPC-DG-ADV or message to PPC (ADV) for the following: <ul style="list-style-type: none"> <li>• Change of Exam Board OPFAC or mailing address of a member's SWE</li> <li>• Eligibility waiver requests <i>(must include the CO and/or XO on the Cc line if email is used)</i></li> <li>• Eligibility status changes of members</li> <li>• Early mail of SWE for underway units</li> </ul> </li> <li>• Sends an email to PPC-DG-ADV for the following: <ul style="list-style-type: none"> <li>• Change CO's recommendation on latest EER. The request must be in memo format from the CO, as an email attachment.</li> </ul> </li> <li>• Maintains a check-off system to ensure each member has reviewed their PDEs and that all corrective actions are completed prior to the published deadline date.</li> </ul>
PERSRU or SPO	<ul style="list-style-type: none"> <li>• Makes corrections in DA as indicated by documentation received from unit.</li> </ul>

## Profile Letter Description

**Background** The Profile Letter is a form created by the DA database, which shows each candidate where they rank compared to the other candidates who took the same exam. It is currently printed and mailed from PPC (ADV) to the unit approximately two months after the exam.

Below is a sample of the online Profile Letter. The online version has replaced the printed mailed version. Members may access their online Profile Letter through DA Self Service.

U.S. COAST GUARD HUMAN RESOURCES		PRINT DATE: 06/19/2009	
USC		THE MK2 MAY 200	
Rate, Name, POS	PERFORMANCE, PAY P.	Empld.	1234567
Perm Unit	000123 CGC RUNSWELL	OPFAC:	05 11111

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The profile below lists the section references, which show the exam section titles or the qualification sections for your rating in the COMDTINST M1414(series). The profile also gives your percentage of answers correct and your rank order among other candidates who took the same form of the exam. The total test percentage is not an average of the individual section percentages since the sections are unequal in length.

<u>SECTION TITLES OR QUAL REFERENCE</u>	<u>% ANSWERS CORRECT</u>
1 ADMINISTRATION & TRAINING	53.33
2 ELECTRICAL	23.08
3 PIPING SYS & MECHANICAL SKILLS	44.00
4 AUXILIARY EQUIPMENT I	50.00
5 ICE & MECHANICAL TRANS EQUIP	40.74
6 EPME - E5	60.00
TOTAL TEST	47.33%
	RANK 68 OF 249

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The Final Multiple Points which will determine your placement on the eligibility list are

SERVICEWIDE EXAM:	55.35	TIR PRESENT PAYGRADE:	3.33
PERFORMANCE FACTOR (MARKS) :	38.66	MEDALS/AWARDS:	1
TIME IN SERVICE:	2.83	CREDITABLE SEA POINTS:	2.83
		SURF DUTY POINTS:	0
TOTAL FINAL MULTIPLE	104		

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## Profile Letter Description, continued

### Fields and Description

Below is a list of fields from the Profile Letter and descriptions of each. Where computations use the “Eligibility Date” (date member must meet all eligibility requirements), points are computed to:

- 1 February preceding the May SWE
- 1 August preceding the November SWE
- 1 July preceding the October Reserve SWE

Where computations use the TED, points are computed to:

- 1 January following the May SWE
- 1 July following the November SWE
- 1 January following the October Reserve SWE

Field Name	Description
Servicewide Exam	Point credit based on the total test percentage when compared to the average score of all SWEs for that rate/rank. <b>Maximum credit is 80 points.</b>
Performance Factor	Point credit based on a calculation of your performance factor average. <b>Maximum credit is 50 points.</b>
Time In Service	Point credit based on 1 point per year figured to the TED. <b>Maximum credit is 20 points.</b>
TIR Present Pay Grade	Point credit based on 2 points per year figured to the TED. <b>Maximum credit is 10 points.</b>
Medals/Awards	<ul style="list-style-type: none"> <li>• Point credit based on type of award earned by the Eligibility Date. See Article 5.C.3.b.3 of reference (a) for award point chart. <b>Maximum credit is 10 points.</b></li> <li>• Note: As per ALCOAST 319/08, all members advanced on or after 1JAN2010 will receive SWE final multiple points on subsequent SWEs for awards earned only in their current grade vice entire career. Computation will be from date of rank (DOR) to the SWE eligibility date.</li> </ul>

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## Profile Letter Verification, continued

Fields and Description	Field Name	Description																
	Creditable Sea Points	<ul style="list-style-type: none"><li>Point credited based on cumulative sea time on a sea pay eligible vessel, computed to the Eligibility Date at a rate of two (2) points per year or 0.166 points for each full month.</li><li>Accrual of sea points starts with sea pay units served aboard from 01FEB94 up to the Eligibility Date. <b>Maximum credit is 30 points.</b></li><li>Note: As per ALCOAST 319/08, all members advanced on or after 1JAN2010 will receive SWE final multiple points on subsequent SWEs for sea time earned only in their current grade vice entire career. Computation will be from date of rank (DOR) to the SWE eligibility date.</li></ul>																
	Creditable Surf Points	<ul style="list-style-type: none"><li>IAW ALCOAST 153/04, surf duty points are awarded BMs for time assigned to a designated surf unit while holding the surfman competency code, at a rate of one (1) point per year or 0.083 points for each full month.</li><li>Accrual of surf points starts with surf units to which the member is permanently assigned from 01JAN00 up to the Eligibility Date. <b>Maximum credit is 15 points.</b> The combination of sea duty and surf duty points may not exceed a maximum of 30 points in a career.</li><li>Note: As per ALCOAST 319/08, all members advanced on or after 1JAN2010 will receive SWE final multiple points on subsequent SWEs for surf time earned only in their current grade vice entire career. Computation will be from date of rank (DOR) to the SWE eligibility date.</li></ul>																
	Total Final Multiple	Composed of the following factors: <table><tr><th>Factor</th><th>Maximum Credit</th></tr><tr><td>Examination Score</td><td>80</td></tr><tr><td>Performance Factor</td><td>50</td></tr><tr><td>Time In Service (TIS)</td><td>20</td></tr><tr><td>Time In Pay Grade (TIG) (In Present Rating)</td><td>10</td></tr><tr><td>Medals &amp; Awards</td><td>10</td></tr><tr><td>Sea Duty &amp; Surf Duty</td><td>30</td></tr><tr><td>Total</td><td>200</td></tr></table>		Factor	Maximum Credit	Examination Score	80	Performance Factor	50	Time In Service (TIS)	20	Time In Pay Grade (TIG) (In Present Rating)	10	Medals & Awards	10	Sea Duty & Surf Duty	30	Total
Factor	Maximum Credit																	
Examination Score	80																	
Performance Factor	50																	
Time In Service (TIS)	20																	
Time In Pay Grade (TIG) (In Present Rating)	10																	
Medals & Awards	10																	
Sea Duty & Surf Duty	30																	
Total	200																	

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## Profile Letter Verification, continued

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**Procedure**

Members should review their online Profile Letter once made available in DA Self Service following the SWE. If incorrect data is found due to a system error which was beyond the member, unit or PERSRUs control to fix, the unit may:

- Send an email or message to PPC (ADV) requesting corrections
- Provide supporting documentation via fax, if requested, to 785-339-3765.

PPC (ADV) will reply via email or message approving or disapproving the request. If approved, additional points will be authorized and the eligibility list will be adjusted accordingly.

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## Waivers

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### Procedure

Waivers of eligibility requirements are considered on a case-by-case basis IAW PERSMAN 5.6.4. g. If the cause of ineligibility was due to operational or emergency reasons, submit a request for waiver via message as shown below:

FM: (UNIT PLAD)  
TO: COGARD PPC TOPEKA KS//ADV//  
BT  
UNCLAS//N01418//  
SUBJ: WAIVER REQ FOR (RATE/RANK, FULL NAME, EMPLID,  
USCG(R)  
1. REQ WAIVER OF \*\*\*\*\* FOR SNM.  
2. FULL DETAILED EXPLANATION OF WHY THE WAIVER IS BEING  
REQUESTED.  
3. POC IS (RATE/RANK, NAME, TEL#)  
BT

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## Change of CO's Recommendation

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**Procedure**

In accordance with Article 10-B-10 of reference (a), a Commanding Officer is authorized to change any mark they assigned to members still attached to the unit if the Approving Official receives additional information that applies to the particular employee review period. The Approving Official writes, signs and sends a memorandum to PPC (ADV) to request the change. The memo may be attached to an email and sent to PPC-DG-ADV. Refer to Article 10-B-10 of reference (a) for details. If time critical, an advance copy of the signed memo may be faxed to PPC (ADV) at 785-339-3765.

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## Substitute Exams

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### Procedure

IAW Article 5-D-3 of reference (a) and Article 7-D-3 of reference (b), substitute SWEs are discouraged. The substitute SWEs delay the completion of the SWE cycle and publishing of Eligibility List and Profile Forms. The most prevalent reason for requesting substitute SWEs is TDY for training and/or deployment. When possible, steps should be taken by the unit to ensure the member's SWE is forwarded to minimize the number of substitute SWEs. All requests for substitute exams must meet the requirements set forth in the applicable references noted above.

If tests absolutely cannot be administered on the scheduled date, send a substitute SWE request by message as soon as determination has been made as shown below:

FM: (UNIT PLAD)  
TO: COGARD PPC TOPEKA KS//ADV//  
BT  
UNCLAS//N01418//  
SUBJ: REQUEST FOR SUB SWE FOR (RATE, FULL NAME, EMPLID, USCG(R))  
A. ART 5-D-3, CG PERSMAN  
B. PPCINST M1418.1C  
1. IAW REF A REQ SUB SWE FOR SNM BE FORWARDED TO EXAM BOARD  
OPFAC XX-XXXXX TO BE ADMIN ON (DATE) AND RETURNED BY FASTEST  
MEANS.  
2. (A FULL EXPLANATION OF WHY THE MBR MISSED THE TEST DATE AND  
WHAT ACTION THE COMMAND TOOK TO ENSURE THE MEMBER HAD AN  
OPPORTUNITY TO TAKE THE TEST).  
3. POC IS (RATE, NAME, TEL#).  
BT